

# FINANCIAL MANAGEMENT OF THE 21<sup>ST</sup> CCLC GRANT

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# WHAT WILL BE COVERED IN THIS SESSION?

- VDOE 21<sup>st</sup> CCLC Web page
- Administrative Handbook
- Budget Amendments and Reimbursements
- OMEGA
- Allowable and Non-allowable Expenditures
- Managing Multiple Grants
- Time and Effort Logs
- Continuation Awards
- FAQ
- Contact Information



# 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS (CCLC) WEB PAGE

- <http://www.doe.virginia.gov/VDOE/Instruction/comp.html#title4>
- General information and most recent RFP application
- Administrative Documents and Files
  - Administrative Handbook (all grantees)
  - Budget Transfer Request Workbooks (nonschool divisions)
  - Reimbursement Workbooks (nonschool divisions)
- Lists of 21<sup>st</sup> CCLC Award
- 21<sup>st</sup> CCLC Resources
- Professional Development Files



# ADMINISTRATIVE HANDBOOK

- Updated September 2014
- Can be found at  
[http://www.doe.virginia.gov/federal\\_programs/esea/title4/part\\_b/administrative\\_documents/handbook.pdf](http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/administrative_documents/handbook.pdf)



# ADMINISTRATIVE HANDBOOK

## Table of Contents

- Beginning Steps to Implement a New Grant
- Grant Administration and Annual Activities
- Financial Information
- Documenting and Reporting for Program Accountability
- Grant Modifications
- On-site Monitoring
- Additional Requirements
- Resources



# BUDGETS AND REIMBURSEMENTS

- LEAs and institutions of higher education use OMEGA
- Community, government, and faith based organizations
  - Excel budget transfer workbook
  - Excel reimbursement workbook



# PROGRAM AMENDMENTS (SIGNIFICANT DESIGN CHANGES)

Contact assigned specialist for guidance

- Design of program
- Population
- Objectives
- Services/activities
- Length and hours of services



# ONLINE MANAGEMENT OF EDUCATION GRANT AWARDS (OMEGA)

- Virginia Department of Education's, Web-based, Electronic Grants Administration System
- *Electronic reimbursement and budget transfer forms that do the calculations for you and include edits that prevent over spending*
- [http://www.doe.virginia.gov/school\\_finance/budget/grants\\_acct\\_reporting/omega/index.shtml](http://www.doe.virginia.gov/school_finance/budget/grants_acct_reporting/omega/index.shtml)





# ONLINE MANAGEMENT OF EDUCATION GRANT AWARDS (OMEGA)

OMEGA 21<sup>st</sup> CCLC users can:

- ❑ Create or Approve Grant Reimbursements
- ❑ Create or Approve Budget Changes
- ❑ Review Available Balances
- ❑ Monitor request submissions
- ❑ Review Spend Down Calendar Reports



# ONLINE MANAGEMENT OF EDUCATION GRANT AWARDS (OMEGA)

To access OMEGA you must have a SSWS User ID and OMEGA user permission.

Contact your SSWS coordinator.

<https://p1pe.doe.virginia.gov/ssws/contactlist.do>

- Coordinator establishes user ID for first time SSWS users.
- Coordinator gives users access to the OMEGA application.

Complete OMEGA Form OP1 to establish permissions.

- [http://www.doe.virginia.gov/school\\_finance/budget/grants\\_acct\\_reporting/omega/user\\_permission\\_form](http://www.doe.virginia.gov/school_finance/budget/grants_acct_reporting/omega/user_permission_form)



# ONLINE MANAGEMENT OF EDUCATION GRANT AWARDS (OMEGA)

- ◉ If you have more than one grant issued for an award year, remember OMEGA shows totals issued to the subrecipient by federal object code (dollars shown are all your grants totaled).
- ◉ It is the recipient's responsibility to track individual grant balances and stay within the allocation of the grant.



# ONLINE MANAGEMENT OF EDUCATION GRANT AWARDS (OMEGA)

Budgets, Budgets, Budgets....

- ❑ At VDOE, your federal object code budget is used as a monitoring tool to ensure that you are staying within the general financial plans of the grant.
- ❑ If you will exceed any of your object code budgets, request a budget transfer (amendment) prior to spending.
- ❑ Budget problems can cause delays for reimbursements.



# ONLINE MANAGEMENT OF EDUCATION GRANT AWARDS (OMEGA)

## *Budget Transfer*

- ◉ Justification must be provided.
- ◉ Please ensure you are moving the correct funds with multiple grants.
  - If you have multiple grants, a budget transfer should be completed for each grant and identified in the justification.
- ◉ Please ensure you are moving the correct award year funds.




# ONLINE MANAGEMENT OF EDUCATION GRANT AWARDS (OMEGA)

**Need Help? Contact OMEGA Support.**

**SSWS**

VIRGINIA DEPARTMENT OF EDUCATION

 **OMEGA** Online Management of Education Grant Awards (OMEGA) [3.21](#)

- OMEGA SUPPORT
- HELP
- PRINT
- LOGOUT

**Or call 804-371-0993**

# ALLOWABLE EXPENDITURES

- ◉ In general, the following must be considered when determining if expenditures are allowable:
  - The expenditure must be for services and activities that support the objectives stated in the original awarded application;
  - The expenditure must be for services and activities that are clearly stated in the approved application;
  - Review of the general information stated in the original approved application's budget narrative section should result in a transparent and clear connection to the objectives;



# ALLOWABLE EXPENDITURES

- Materials and supplies purchased must be used for activities and services provided during the operation of the funded grant project for students proposed to be served in the original application.
  - For example, a grant recipient cannot, at the end of the grant project's operation, purchase materials and supplies for use beyond the project's operation.
  - The grant recipient cannot use the funds to provide services beyond the end of the funded grant project's operation.





# ALLOWABLE EXPENDITURES

- Refer to the Office of Management and Budget (OMB) Circular A-133 and Compliance Supplement at [http://www.whitehouse.gov/omb/circulars/a133\\_compliance\\_supplement\\_2010](http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2010) for additional guidance. Your school division finance director should be familiar with this document and its compliance requirements
- Refer to the Education Department General Administrative Regulations (EDGAR) 34 CFR 74, 75, 76, 80, and 84 at <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.pdf>



# ALLOWABLE EXPENDITURES

- The expenditure cannot result in supplanting of funds that should be paid with other funds, or have been previously paid for with other federal, state, or local funds;
- Must meet the reasonableness requirement; and
- Must be procured according to all state and local procurement regulations.



# NON-ALLOWABLE EXPENDITURES

- ◉ Child care
- ◉ Food for other than instruction purposes and technical assistance
- ◉ Activities that occur during the regular school day
- ◉ Advertising
- ◉ Building and renovation
- ◉ Expenditures that supplant rather than supplement services or activities
- ◉ Individual Membership
- ◉ Field trips for recreational purposes only, such as King Dominion, Busch Gardens, etc.



# FOR DIVISIONS MANAGING MULTIPLE GRANT AWARDS

- Be ORGANIZED.
- Keep a balance sheet for each grant.
- Monitor drawdown of grant funds by appropriate year.
- Encumber and claim all funds by deadline for closing of grant.



# FOR DIVISIONS MANAGING MULTIPLE GRANT AWARDS

## Grant Tracking Sheet

21st Century Community Learning Centers (CCLC) Grant Balance Tracking

GRANTEE				SCHOOL(S) SERVED:						
YEAR		TOTAL	Salaries 1000	Benefits 2000	Prof Dev Purchased Services 3000	Internal Service 4000	Travel/ Services 5000	Materials and Supplies 6000	Equipment 8000	
Budgeted Amount										
BALANCE AFTER CURRENT REIMBURSEMENT		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Reimbursement Information:										
Date	Reimb. No.	Reimb. Item Total	Balance after Reimb	1000	2000	3000	4000	5000	6000	8000
	#1	0.00	0.00							
	#2	0.00	0.00							
	#3	0.00	0.00							
	#4	0.00	0.00							
	#5	0.00	0.00							
	#6	0.00	0.00							
	#7	0.00	0.00							
	#8	0.00	0.00							
	#9	0.00	0.00							
	#10	0.00	0.00							
	#11	0.00	0.00							
	#12	0.00	0.00							
	#13	0.00	0.00							
	#14	0.00	0.00							
	#15	0.00	0.00							
	#16	0.00	0.00							
	#17	0.00	0.00							
	#18	0.00	0.00							
	#19	0.00	0.00							
	#20	0.00	0.00							
		\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# FOR NON-SCHOOL DIVISIONS MANAGING MULTIPLE GRANT AWARDS

- Submit separate reimbursements for each school served.
- Sign your request for reimbursement cover sheet in BLUE ink.
- Provide all the supporting documentation for each invoice.
- Submit the correct grant award year funds reimbursement request form.



# FREQUENT ERRORS OR OVERSIGHTS

- ◉ Reimbursements
  - Not using specific vendor (i.e. Do not use credit card bank.)
  - Claiming non-allowable expenditures
  - Using request for incorrect year's award
  - Using general description such as "Supplies"
- ◉ Budget transfer requests
  - Adequate justification for transfer
  - For multiple grants, not listing the school being served
  - Justification statement

"The requested funds to be transferred from object code(s) [\_\_\_] into object code(s) [\_\_\_] are for [\_\_\_] activities and services that support the stated objectives in the approved application."

# FREQUENT ERRORS OR OVERSIGHTS

- ◉ Updating contact information (Send to [Janet.Farber@doe.virginia.gov](mailto:Janet.Farber@doe.virginia.gov).)
  - ◉ Coordinator name
  - ◉ Phone number
  - ◉ E-mail
- ◉ Monitor drawdown of grant funds by appropriate year
  - ◉ Throughout year
  - ◉ Encumber and claim all funds by deadline for closing of grant





# TIME AND EFFORT LOGS

- An employee who is paid 100 percent by 21<sup>st</sup> CCLC funds must complete a semi-annual certification (once every six months) that attests to the employee working 100 percent for 21<sup>st</sup> CCLC funds.
  - The form may be signed by the employee or their supervisor.



# TIME AND EFFORT LOGS

- A semi-annual certification must:
  - Be executed after the work has been completed;
  - Identify the cost objective (i.e., percent of time or FTE spent on grant funded activity);
  - State that the employee worked solely on activities related to a particular cost objective;
  - Specify the reporting period;
  - Be signed by the employee or a supervisor with first-hand knowledge of the work performed by the employee; and
  - Be dated.



# TIME AND EFFORT LOGS

- Employees working on multiple for multiple programs in addition to 21<sup>st</sup> CCLC must maintain Time and Effort Logs/Personnel Activity Reports which documents the amount of time spent on each program for the period covered by the log.
- The log must be prepared at least every month and signed by the employee.



# TIME AND EFFORT LOGS

- A Time and Effort Log/Personnel Activity Report must:
  - Be executed after the work has been completed (projections of how an employee is expected to work or position descriptions are not sufficient);
  - Account for the total activity for which each employee is compensated, including part-time schedules or overtime (total activity means all of the time an employee works, not just the amount of time worked on a federal program);
  - Identify the program (i.e., grant in which activity was spent);



# TIME AND EFFORT LOGS

- ◉ A Time and Effort Log/Personnel Activity Report must:
  - Specify the reporting period;
  - Be prepared at least monthly and coincide with one or more pay periods;
  - Be signed by the employee (unlike a semi-annual certification, a supervisor's signature alone is not sufficient); and
  - Be dated after the fact (when the work has been completed).



# CONTINUATION AWARDS

- ◉ The purpose of the continuation application is to ensure that grantees are:
  - 1) managing grant funds awarded;
  - 2) operating programs in compliance with regulatory requirements;
  - 3) making satisfactory progress towards meeting the goals and objectives stated in the original approved application; and
  - 4) making progress toward meeting Virginia's performance indicators for 21<sup>st</sup> CCLC grant programs.
- ◉ The information reported in the continuation application must reflect the information stated in the approved application, unless changed by amendments approved by the Department of Education.



# CONTINUATION AWARDS

To ensure that the majority of funds are used in the year in which they are awarded, continuation awards for years two and three of the grant may be reduced by the amount that exceeds 15 percent of the original grant award



# CONTINUATION AWARDS

- ⦿ Grants may also be reduced if the grantee is not:
  - demonstrating substantial progress;
  - serving the number of students as stated in the original application as measured by average daily program attendance; or
  - utilizing the funds as approved.





# CONTINUATION AWARDS

## ◉ Example

- A cohort 13 school division receives a grant award for \$180,000 for 2014-2015.
- As of May 29, 2015, the cohort 13 school division has \$32,000 in unclaimed funds. Fifteen percent of the original award amount is \$27,000. The grant is reduced by \$5,000, the amount above the fifteen percent.

<b>Grant award for 2013-2014</b>	<b>\$180,000</b>
<b>85% claimed funds</b>	<b>\$153,000</b>
<b>Unclaimed balance May 29, 2015</b>	<b>\$32,000</b>
<b>15% of award</b>	<b>\$27,000</b>
<b>Difference (amount of next year's award reduction)</b>	<b>\$5,000</b>
<b>Grant award for 2015-2016</b>	<b>\$175,000</b>

# QUESTIONS



# FREQUENTLY ASKED QUESTIONS

- ◉ Information about funding and carryover
  - Refer to Notification of Grant Award (NGA) document.
- ◉ Interpretation of grant requirements
  - Refer to awarded application
- ◉ Calendar of report due dates
- ◉ Allowable expenditures (Administrative Handbook, page 5)

# 21<sup>ST</sup> CCLC CONTACT INFORMATION

**Ms. Marsha Granderson**  
Education Specialist

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**(804) 786-1993**

- Regions 4, 5, and 7
- Professional Development
- Coordination of Grant Adm.
- Peer Reviewer Process
- Technical Assistance Logistics

**Ms. Diane Jay**  
Associate Director

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**Mr. Chris McLaughlin**  
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- Regions 1, 2, 6, and 8
- On-site Monitoring
- ALERT, SSWS Survey, and PPICS

**Ms. Dawn Dill**  
Grants and Reports Manager

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- Region 3
- State evaluation
- Procurement and payment